**ERD Weekly Meetings**

**NORMS**

**July 30, 2013**

**Procedural Norms:**

* 1. Begin on time/end on time
  2. Agenda will be disseminated at least 72 hours in advance (time will always be allotted at the end to discuss other issues)
  3. Focus on agenda: create a parking lot of continuous improvement items to work through (e.g. teacher evaluation practices with principals)
  4. Develop action plans that include who is responsible and deadlines for completion
  5. Complete agreed upon action steps by deadline
  6. Allow time to conclude each meeting with a summary and determine items for next meeting agenda
  7. Complete a Plus/Delta for each meeting; include how we are doing with our norms

**Interpersonal Norms:**

1. Give honest, supportive feedback
2. Assume positive intentionality
3. Seek to first to understand, then to be understood
4. Support all aspects of the organization and each other in our roles

**Response when norms are not followed:**

1. Review norms regularly, 1x per month at beginning, assess how well we are using them
2. Give honest, support feedback